

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, November 14, 2017, at 3:00 p.m. in Rothwell 456.  
The following members were present:

Dr. Molly Brant	Dr. Johnette Moody
Dr. Jon Clements	Dr. Jason Patton
Dr. Melissa Darnell	Dr. Michael Rogers
Dr. David Eshelman	Dr. Jeremy Schwehm
Dr. Marcel Finan	Dr. Monty Smith
Ms. Holly Ruth Gale	Dr. V. Carole Smith
Dr. Debra Hunter	Dr. James Stobaugh
Dr. Shelia Jackson	Dr. Bruce Tedford
Dr. Chris Kellner	Dr. Jack Tucci
Dr. Joshua Lockyer	Dr. Susan Underwood

Dr. Mohamed Abdelrahman, Dr. Mark Mitchell, Mr. Weiwei Ji, Dr. Thomas Nupp, Mr. Fred Clayton, Ms. Tara Marshall, Mr. Brian Lasey, Dr. Jeff Woods, Ms. Megan Toland, Dr. Loretta Cochran, Dr. Jason Warnick, Dr. Tim Carter, Dr. Dawn Ward, Dr. Christine Austin, and Ms. Pat Chronister were visitors.

**CALL TO ORDER** President Clements called the meeting to order, and asked for a motion to amend the agenda, adding Item B to New Business to allow Mr. Fred Clayton, Director of Administrative Services, and Ms. Tara Marshall, Bookstore Manager, to address the Senate.

**Motion by Dr. V. Carole Smith, seconded by Dr. Moody, to amend the agenda as requested. Motion carried.**

**APPROVAL OF MINUTES** President Clements then called for a motion in regard to the minutes of October 10, 2017.

**Motion by Dr. Brant, seconded by Dr. Stobaugh, to approve the minutes as distributed. Motion carried.**

**VPAA UPDATE** President Clements invited Dr. Mohamed Abdelrahman, Vice President for Academic Affairs, to address the Senate. Dr. Abdelrahman reported there would be changes to the commencement ceremony in December, including the addition of a stage. He stated, with the addition of the stage, the faculty seating would be shifted to the rows in front of the graduates (Attachment A).

Dr. Abdelrahman stated the VPAA feedback channel had been down for a brief period, and when it was restored, he had received a few messages regarding the participation of junior faculty in shared governance. He encouraged the senators, as their representatives, to communicate with and include junior faculty. Dr. Abdelrahman also reported receiving feedback with concerns over the removal of the University Promotion and Tenure Committee (UPTC) from the latest draft of the policy approved by the Faculty Senate. He clarified the UPTC had not been removed from the draft approved by the Senate.

Dr. Abdelrahman reported he had discussed with President Clements the Senate's concern with a communication regarding 20% progress in a course by mid-term. He reported a Dean had emailed faculty within the college regarding guidelines and best practices, which included a reference that most courses should have no less than 20% of the total grade assigned by mid-term. He noted these were guidelines and best practices for most courses,

but not all.

Dr. Abdelrahman stated the faculty sick leave policy had not changed, but the process for reporting the leave was moving online (in OneTech). Dr. Stobaugh asked if the online sick leave reporting would automatically alert the supervisor, and Dr. Abdelrahman stated the supervisor receives an email to approve the submitted leave.

Dr. Patton asked for the timeline on the promotion and tenure policy review. Dr. Abdelrahman responded he hopes it will be adopted at the May Board of Trustees meeting for use with the fall 2018 promotion and tenure application cycle.

**NEW BUSINESS:  
CURRICULAR  
ITEMS**

President Clements called for a motion in regard to the curricular items.

**Motion by Dr. Hunter, seconded by Dr. Moody, to approve the proposals in blocks by department. Motion carried.**

**Motion by Dr. Jackson, seconded by Dr. Eshelman, to approve the curricular proposals from the Department of Art as presented:**

College of Arts and Humanities – Department of Art

1. Add the following courses to the course descriptions:
  - a. ART 4003: Digital Publication Design;
  - b. ART 4013: The Business of Art and Design; and
  - c. ART 4023: Motion Graphics;
2. Change the course number for ART 2223: History of Digital Art, to ART 3153;
3. Change the course number for ART 4623: Animation Techniques, to ART 3833;
4. Modify the Curriculum in Bachelor of Arts in Fine Arts as follows: (a) delete 9 hours of ART electives; (b) add 9 hours of electives; and (c) modify footnote #2 to read: At least 40 upper level hours are required. Electives cannot include art courses;
5. Modify the Curriculum in Bachelor of Arts in Graphic Design as follows: (a) change the degree from a Bachelor of Arts to a Bachelor of Fine Arts; (b) delete 18 hours of electives; (c) add 18 hours of ART or GAME electives; (d) change ART 4623: Animation Techniques, to ART 3833; and (e) modify footnote #2 to read: General electives cannot include art courses;
6. Modify the Curriculum in Bachelor of Arts in Game and Interactive Media Design as follows: (a) change the degree from a Bachelor of Arts to a Bachelor of Fine Arts; (b) delete 19 hours of electives; (c) add 12 hours of ART or GAME electives; (d) add ART 2103: Art History I, and ART 2113: Art History II; (e) change ART 2223: History of Digital Art, to ART 3153; (f) add ART 3001: Sophomore Review; (g) modify footnote #2 to read: General electives cannot include art courses; and
7. Reconfigure the Bachelor of Arts in Fine Arts to create the Bachelor of Fine Arts in Fine Arts and modify the curriculum as follows: (a) delete 18 hours of electives; (b) add 18 hours of ART electives; and (c) modify footnote #2 to read: General electives cannot include art courses; (NOTE the Bachelor of Arts in Fine Arts will still be offered).

**Motion carried.**

**Motion by Dr. Hunter, seconded by Dr. Moody, to approve the curricular proposals from the Department of Curriculum and Instruction as presented:**

College of Education – Department of Curriculum and Instruction

1. Add EDFD 1001: Orientation to Teaching K-12, to the course descriptions;

2. Add SEED 4054: Educating Developing, Diverse, and Exceptional Learners, to the course descriptions;
3. Add the Co-requisite: RDNG 4003: Literacy Assessment and Intervention, to ELED 4033: Classroom and Behavior Management;
4. Modify the Prerequisite for RDNG 3163: Integrated Language Arts, FROM: Prerequisite: Admission to Stage II of the Teacher Education Program; TO: Prerequisites: RDNG 3003: Teaching Literacy Foundations, and Admission to Stage II of the Teacher Education Program;
5. Modify the Prerequisite for RDNG 4003: Literacy Assessment and Intervention, FROM: Prerequisite: Admission to Stage II of the Teacher Education Program; TO: RDNG 3003: Teaching Literacy Foundations, and Admission to Stage II of the Teacher Education Program; and add the Co-requisite: ELED 4033: Classroom and Behavior Management;
6. Add the Co-requisite: SEED 4054: Educating Developing, Diverse, and Exceptional Learning, to SEED 4556: Classroom Application of Educational Psychology;
7. Modify the Curriculum in Elementary Education as follows: delete TECH 1001: Orientation to the University; and add EDFD 1001, Orientation to Teaching K-12;
8. For the following Curriculum in Secondary Education (a) delete SEED 3552: Child and Adolescent Development, and SEED 4052: Educating Diverse and Exceptional Learners; and (b) add SEED 4054, Educating, Developing, Diverse, and Exceptional Learners:
  1. Agricultural Education for Teacher Licensure;
  2. Business Education for Teacher Licensure;
  3. Chemistry Education for Teacher Licensure;
  4. Computer Science Education for Teacher Licensure (See proposal from Department of Computer and Information Science for additional changes);
  5. Life Science Education for Teacher Licensure;
  6. Mathematics Education for Teacher Licensure;
  7. Physics Education for Teacher Licensure;
  8. Art for Teacher Licensure;
  9. English Education for Teacher Licensure;
  10. Foreign Language with Concentration in Spanish Education for Teacher Licensure;
  11. Health & Physical Education for Teacher Licensure;
  12. Social Studies Education for Teacher Licensure (See proposal from Department of History and Political Science for additional changes);
  13. Speech Education for Teacher Licensure;
  14. Creative Writing Education for Teacher Licensure;
  15. Music Education for Teacher Licensure (Instrumental Music Option);
  16. Music Education for Teacher Licensure (Keyboard Instrumental Music Option);
  17. Music Education for Teacher Licensure (Keyboard Vocal Music Option); and
  18. Music Education for Teacher Licensure (Vocal Music Option).

Following the motion, Dr. Jackson asked if SEED 3552 and SEED 4052 would be grandfathered out to serve students already in the program, and Dr. Tim Carter, Head of Curriculum and Instruction, affirmed.

**Motion carried.**

**Motion by Dr. Jackson, seconded by Dr. Eshelman, to approve the curricular proposals from the Department of Computer and Information Science as presented:**

College of Engineering and Applied Sciences – Department of Computer and Information Science

1. Modify the Curriculum in Secondary Education Computer Science Education for Teacher Licensure as follows: (a) delete 3 hours electives; and (b) add MATH 2163: Introduction to Statistical Methods.

**Motion carried.**

**Motion by Dr. Stobaugh, seconded by Dr. Schwehm, to approve the curricular proposals from the Department of History and Political Science as presented:**

College of Arts and Humanities – Department of History and Political Science

1. Modify the Curriculum in Secondary Education Social Studies Education for Teacher Licensure as follows: (a) change the requirement POLS 3033: American State and Local Government, to POLS 3033: American State and Local Government, POLS 3123: American Political Behavior, POLS 3133: United States Congress, OR POLS 3143: The United States Presidency; (b) change 3 hours of HIST/POLS Elective to require HIST 2513: Sources and Methods in History, OR POLS 2513: Research Design; (c) add footnote #3 to read: Students must complete HIST 2513: Sources and Methods in History, and HIST 4963: Senior Seminar, OR POLS 2513: Research Design, and POLS 4963: Senior Seminar; and (d) delete 3 hours HIST/POLS Elective (3000-4000 level).

**Motion carried.**

President Clements stated the ease of approval showed the Curriculum Committee was sending better vetted proposals.

**BOOKSTORE**

President Clements invited Mr. Clayton and Ms. Marshall to address the questions from the October Senate meeting in open forum. Dr. Brant explained the faculty that had approached her were seeking clothing appropriate for the classroom in a broader range of adult sizes, including polo and button up shirts. Ms. Marshall reported there were some challenges in ordering a variety of clothing with the quantities required for the order and the resulting inventory investment. She did note that such clothing items could be offered through the website for direct shipping to the faculty or staff member. She also confirmed the employee discount would apply to website orders and returns could be processed in the campus bookstore. In response to questions from the senators, Ms. Marshall stated personalized apparel for a college or department could be ordered by Barnes and Noble through Promoversity, scrubs for Nursing students could also be ordered, as well as ATU infant apparel.

President Clements asked Ms. Marshall to inform him when the website included the requested faculty apparel, so he could announce it to the faculty.

**INDIRECT COSTS**

President Clements reported Ms. Bernadette Hinkle, Vice President for Administration and Finance, was unavailable to attend the meeting, but had discussed with him her willingness to reevaluate the university's position on indirect costs. He asked the senators to form a subcommittee to present ideas to Ms. Hinkle. Dr. Kellner and Dr. Monty Smith volunteered to serve. Dr. Kellner proposed adding members outside of the Senate, and President Clements agreed. Dr. Abdelrahman suggested developing a grant form to provide a rationale to the VPAA and VPAF for waiving indirect costs.

<p>OLD BUSINESS: QUALITY MATTERS</p>	<p>Dr. Moody introduced Dr. Loretta Cochran, Associate Professor of Management, and invited her to address the Senate regarding Quality Matters. Dr. Cochran distributed information on Quality Matters, including a simple rubric and an annotated rubric. Dr. Cochran reported she had received an assessment grant last year, and hoped the purchase of Quality Matters could streamline the upcoming accreditation and assessment activities for HLC.</p> <p>Dr. Lockyer asked for the background of this initiative. Dr. Tucci responded, in 2014, the Department of Education began requiring regional accreditors to demonstrate online courses were equivalent to face to face courses in quality, and Quality Matters is the nationally accepted standard for vetting. President Clements emphasized this was not being mandated for use, but is available to interested faculty.</p> <p>[Distributed materials are available in Blackboard within the Quality Matters Users Group. ATU faculty or staff seeking access should email Dr. Cochran at <a href="mailto:lcochran@atu.edu">lcochran@atu.edu</a>.]</p>
<p>ETECH ADVISORY COMMITTEE / COLLEGE CURRICULUM COMMITTEES</p>	<p>President Clements reported he and Dr. Sean Huss, previous Faculty Senate Chair, were working together to finalize the work started over the summer on vetting curriculum proposals. President Clements distributed a letter (Attachment B) to Dr. Shellie Hanna, Curriculum Committee Chair, and reported the draft to recommend establishing college level or “local” curriculum committees would be forthcoming.</p>
<p>EXTERNAL WORK POLICY</p>	<p>Dr. Patton reported the external work policy (Attachment C) first came up in fall 2016, when Mr. Thomas Pennington, University Legal Counsel, presented a draft to the Faculty Senate. He stated the senators had provided concerns and feedback, and had worked with Mr. Pennington on significant changes. Dr. Patton expressed satisfaction with the draft in its current form, and Dr. Darnell agreed. President Clements had a concern with item 3 – “Usage of university facilities or resources is prohibited.” He stated this left no gray area for faculty that may use university property to work on research or scholarly and creative activities. Dr. Lockyer expressed a similar concern with item 1 – “The external employment may not interfere with the obligations of the employee to the university or create any conflicts of interest.” He stated faculty scholarship may lead to a speaking engagement with an honorarium provided. Dr. Abdelrahman noted HLC peer reviewers receive honoraria, but do not have to submit vacation time because they are representing Arkansas Tech. President Clements requested additional time to meet with Mr. Pennington to discuss the matter further before the Senate voted, and the senators agreed.</p>
<p>ATTENDANCE REPORTING</p>	<p>President Clements reported he had discussed the issue of students completing the online Blackboard attendance module for a face to face class, but never attending the class, with Ms. Tammy Weaver, Registrar. He distributed a response from Ms. Weaver (Attachment D), regarding a possible new grade designation, which would not count toward the DFWI rate of the faculty member. President Clements stated he would ask Ms. Weaver to attend in December.</p> <p>Dr. Schwehm stated he had the same issue with online courses, in which students complete the attendance module, but never complete assignments or activities. He noted the grade of “WN” would give him the ability to drop a student without a grade of F on the transcript. President Clements suggested considering this as an additional option. Dr. Stobaugh requested involving Ms. Niki Schwartz, Director of Financial Aid, in discussions before the Senate makes a final recommendation.</p>
<p>MOTOR POOL CHANGES</p>	<p>President Clements introduced Mr. Brian Lasey, Director of Facilities Management, and invited him to address the Senate regarding recent changes to the motor pool. Mr. Lasey reported the decision to remove vans from the motor pool came after he was informed funds to replace high mileage vans with increasing maintenance issues were not available. He stated three vans were kept for short range use, but could not be used for longer range trips due to safety; Enterprise would be used for such trips. He noted revenue from the long range trips had been subsidizing the short range trips, so he investigated what other universities</p>



were doing, which resulted in the new flat rates. Mr. Lasey stated after the policy changed, he had received questions about university owned trailers (prohibited by Enterprise), and changed the policy to allow the short range vans to be used for longer range trips if a university trailer was being used. He also noted trailer hitches had been added to two of the three vans for that reason. Mr. Lasey reported his understanding was two requests for vans had been denied this semester, and both were reportedly requested the day of travel.

Dr. Patton responded the Geology program had been turned away and sent to Enterprise at least twice after requesting weeks in advance of the trip. He stated the change in policy appears to have shifted costs from Facilities Management to academics, and asked if other options had been explored, such as increasing the mileage rate for short range trips. Mr. Lasey confirmed his preference would be to purchase additional vans, if the funds were approved, and he would continue to ask during the budget cycle.

Dr. Abdelrahman stated he would revisit this with the Executive Council. He then asked, if academics were to purchase a van, whether the motor pool could maintain it in the fleet. Mr. Lasey confirmed, noting the Fisheries and Wildlife program had five\* vehicles for the program's exclusive use maintained by the motor pool. [*\*Note: In the December Faculty Senate meeting, Dr. Chris Kellner clarified the Fisheries and Wildlife program has four vehicles.*]

#### FACULTY RESOURCES SYLLABUS STATEMENT

President Clements introduced Dr. Jason Warnick, Assistant Vice President for Student Success, and invited him to address the Senate. Dr. Warnick distributed a proposed syllabus statement (Attachment E), encouraging students with food or housing insecurity to seek assistance on campus or in the community. He reported a website was being developed (<https://www.atu.edu/localresources/>) to provide information on available resources. He asked the Senate to consider suggesting this syllabus statement to the faculty, but not as a requirement. Dr. Underwood expressed concern with the growing length of syllabi due to required and suggested information, and recommended sharing this information with students, but not necessarily in the syllabus. Dr. Schwehm indicated his students are often not local, but some face housing insecurity, and he suggested including national resources on the website to support this population.

**Motion by Dr. Underwood, seconded by Dr. Eshelman, to ask the faculty to share the provided information with their students in appropriate ways. Motion carried.**

President Clements stated he would send an email to the faculty with this information.

#### OPEN FORUM

Dr. Lockyer stated white supremacy groups had recently held events on university campuses across the country – recruiting students, targeting faculty, and holding events that have required universities to expend a great deal of resources on increased security - and he asked if the Senate could invite a representative to speak about what immediate, proactive measures Arkansas Tech was taking to address this eventuality on our own campus. President Clements asked if the Department of Diversity and Inclusion (DDI) would be the appropriate office to invite. Dr. V. Carole Smith indicated the function of DDI had shifted based on the advertisement for the new Director, and the university at large was not having conversations about the events. Dr. Tedford suggested this as a professional development topic. President Clements suggested Chief Josh McMillian may be able to address the public safety concern. Dr. Schwehm indicated, beyond public safety, the faculty needed an individual or group to address how to discuss this with students. Dr. V. Carole Smith thanked Dr. Lockyer for bringing this topic to the Senate, and recommended the senators bring in appropriate representatives who could address the issue directly, knowing it makes some uncomfortable.

Dr. Tucci reported he had been anonymously requested to ask the Senate to look into the amount of uncompensated teaching across campus, noting the lack of faculty pay raises and

increases to health insurance premiums. Dr. Rogers suggested having Institutional Research pull data on uncompensated teaching. Dr. Patton stated there were two issues: low enrolled courses and uncompensated courses. President Clements stated he would add this to the December agenda for further discussion.

Dr. Hunter reported she was a member of the IT Prioritization Committee. She stated Ms. Hinkle had asked Mr. Ken Wester, Director of Information Systems, to calculate how much it would cost to replace the desktop computers in the finance area and what it would take to achieve 100% (budgeted) replacement on an ongoing basis. Dr. Hunter reported Mr. Wester provided that analysis and Ms. Hinkle would now be looking at this information for all other areas on campus.

ADJOURNMENT

The meeting adjourned at 5:00pm.

Respectfully submitted,

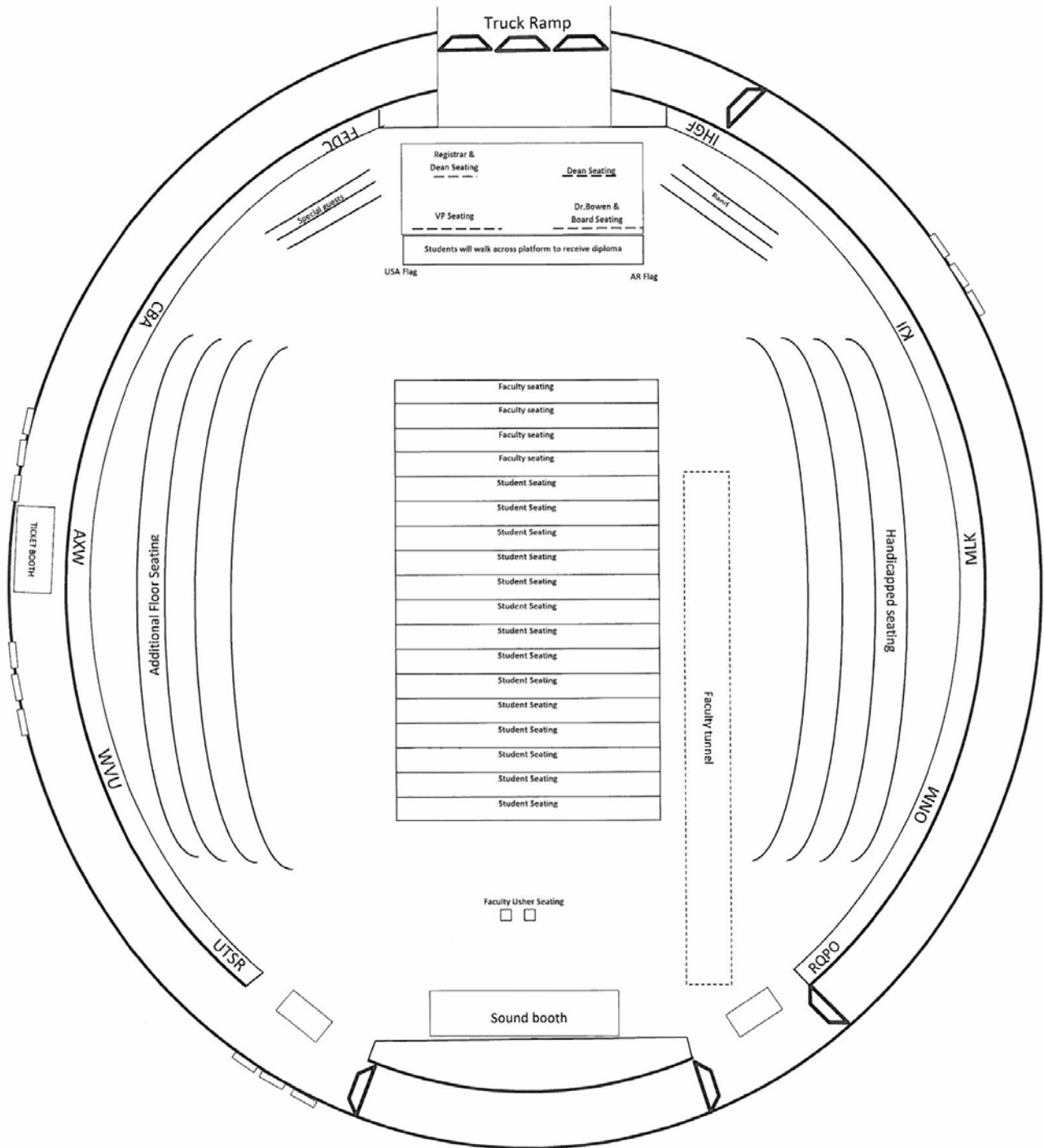


Jon Clements, D.M., President



Jack Tucci, Ph.D., Secretary

Attachment A





Attachment B

Dr. Hanna and the Curriculum Committee,

I received your letter and shared it with Faculty Senate last month. It was met with a positive attitude and a willingness to accept the responsibility for shared governance.

Prior to receiving your letter, Faculty Senate had already established a sub-committee to review and rewrite the way online curriculum proposals are vetted. This sub-committee decided that strictly changing the online process was not enough, and that an examination of the whole curriculum vetting process was in order. To that end, a draft suggesting additional "local" curriculum committees similar to what your Committee is suggesting is in the works. The sub-committee should have something in front of the Senate in December that can be discussed and hopefully be implemented next semester.

Thank you for all the work you do,

Jon F. Clements

Chair, Faculty Senate  
Associate Professor of Music  
Arkansas Tech University

## Attachment C

DRAFT

**Arkansas Tech University External Employment Policy**

External employment is defined as any paid activity for any non-university entity or person, whether or not such work is performed on campus, and also includes self-employment such as, but not necessarily limited to, consulting, advising, workshops, seminars, conferences, or similar work performed in addition to the official responsibilities of a full-time employee.

Arkansas Tech University employees are expected to fulfill their duties and responsibilities assigned to their particular position or job. External employment should not interfere with university employment. External employment must not create or result in a conflict of interest.

External employment is subject to the following expectations:

1. The external employment may not interfere with the obligations of the employee to the university or create any conflicts of interest;
2. For employees who accrue annual leave, annual leave must be taken if the external employment would overlap with regularly scheduled work hours of the employee;
3. Usage of university facilities or resources is prohibited;
4. Employees performing external employment are solely responsible for work performed in the course of external employment, and the university is not responsible for such work;
5. All external work is performed in the employee's individual capacity;
6. Employees engaged in external employment do not officially represent the university, will not receive legal representation from the university, and are not an agent of the university when acting in that capacity; and
7. The views, thoughts, and expressions of the employee during the external employment do not represent the views or position of the university.

Attachment D

Dr. Clements:

ASU - Arkansas State University in Jonesboro utilizes a grade of WN – Withdrawn for Non-Attendance. The grade is not calculated in the student's quality hours or quality points. The WN grade does impact eligibility for financial aid for the student. The grade isn't calculated in the D, W, and F calculation for the course.

I strongly advocate giving students enrolled in face-to-face and mixed technology classes the ability to participate in class via the Blackboard attendance module. This has helped students who have had extenuating circumstances participate in courses. I feel a grade like ASU's WN grade would be a solution for a student who completed the Blackboard attendance module but failed to show up for class.

In addition, I recommend we maintain the current grade of FE - F for excessive absences. This policy works well for faculty who have a daily attendance policy. If a student attends and then fails to continue attending, the FE grade is appropriate.

If you have questions or need additional information, please contact me. Thanks.

Tammy

Tammy Weaver, Registrar  
Arkansas Tech University  
Office of the Registrar  
Brown Building, Suite 307  
105 West O Street  
Russellville, AR 72801-2222

Telephone: 479.968.0643  
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Email: [tweaver@atu.edu](mailto:tweaver@atu.edu)

Attachment E

**Sample Student Needs Syllabus Statement**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to notify the instructor if they are comfortable in doing so.

Community resources are available for students and can be found at the following webpage:

[www.atu.edu/localresources/](http://www.atu.edu/localresources/)

If a student finds they need more support, they are encouraged to contact the Office of the Vice President for Student Services (479-968-0238)